



## SENIOR PROGRAM MANAGER, EDUCATOR DEVELOPMENT JOB POSTING

*P.S. ARTS is dedicated to advancing equity and opportunity for children and youth by providing arts education in systemically under-resources schools and communities.*

Reports To:	Programs Director
Location:	Hybrid - P.S. ARTS Office, School-sites, and Work-from-Home
Schedule:	Office Hours 9 <sub>AM</sub> – 5 <sub>PM</sub> , but must be able to work some nights and weekends
Travel:	Occasional overnight travel and attendance at Turnaround Arts regional and national convenings required.
Designation:	Full-time, Exempt
Salary:	\$73,000 – \$78,000 <i>Salary adjustments are dependent on performance, cost-of-living and the Organization's budget</i>
Benefits:	Medical, Dental, Vision, Life and Disability, 401k (unmatched) and FSA eligible

### Position Summary:

The Senior Program Manager, Educator Development ('Senior Manager') assigned to work with Turnaround Arts: CA is responsible for the management, coordination, implementation and ongoing maintenance of P.S. ARTS' Educator Training contracts. Educator Development offers the opportunity to maximize the impact of the arts throughout a school, and represents the organization's commitment to arts integration and classroom teacher training as a strategy to address the diversity of learner needs and 21<sup>st</sup> century learning outcomes.

The Senior Manager works under the guidance of the Director to ensure deliverables are being met, including communication with Turnaround Arts: CA, Arts Leadership Teams at each school and with coaches. The Senior Manager ensures quality, customized coaching for each site, provides faculty support, contributes to Turnaround Arts' program budget, development and tracking, and provides logistical support for special projects/events. This position serves as primary liaison for P.S. ARTS' coaches, school site administrators, Arts Leadership Teams, the Turnaround Arts: CA Implementation Coordinator and all program partners.

The Senior Manager will manage and coordinate other educator training programs, including the P.S. ARTS stARTer Kit program and other classroom teacher training and coaching contracts.

### Knowledge, Skills & Abilities

- 3+ years of demonstrated experience in the arts education field, as a teacher or admin
- 3+ years of demonstrated experience and knowledge of curriculum and pedagogy design, and faculty coaching
- Demonstrated knowledge or familiarity with Title I funding
- Demonstrated ability to work with and oversee a multi-disciplinary team
- An attention to details with experience reading and maintaining budgets
- Multi-subject teaching credential, strongly preferred
- Bilingual in Spanish/English, strongly preferred

## SENIOR PROGRAM MANAGER

### Primary Responsibilities:

*This position involves hiring and recruitment of Teaching Artists and Coaches*

- Work with the Director to ensure P.S. ARTS coaching and partnership quality, impact and accessibility;
- Work with the Director, site coach and Turnaround Arts: CA to facilitate the delivery of professional development contracted through Turnaround Arts: CA;
- Actively participate in community building in and across our partner schools.

*Tasks include but are not limited to the following:*

- Contribute to Programs department discussions and planning with regard to program design, short and long-range priorities, and goals and evaluation;
- Represent P.S. ARTS at program-related events and at arts education-related convenings as determined by Director;
- With the Director and site coach to refine school-based strategic arts plans that advance each of the Turnaround Arts Pillars and in year-three schools focus on sustainability;
- Keep schools informed about best practices and research on arts education, shared leadership models, peer support network structures and effective meeting facilitation;
- Educate school communities about the potential for alignment of Title I and Local Control Accountability Plan funding to support arts integration goals.
- Track site coach time sheets and sick days, and prepare payroll for Finance Director;
- Share constructive feedback with site coaches and collaborate with the Director to determine best course of professional development and support; and
- Conduct site visits at all P.S. ARTS' Turnaround Arts: CA school sites;
- Complete reports to Turnaround Arts: CA and monthly phone calls with Implementation Coordinator;
- Oversee and guide the formation, stability, development, and regular meetings of Arts Leadership Teams at each school site;
- Based on P.S. ARTS' contract, assist Turnaround Arts: CA staff with community engagement or sustainability grants, as well as scheduling an annual school culture and climate survey; and
- Maintain highly organized digital and paper filing systems and facilitate information sharing across the cohort of regional coaches;

*This description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of this position. Descriptions may change in response to Organization need at the discretion of the CEO.*

### Working Conditions:

- Lift, push, or carry supplies, equipment, instruments or classroom furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Potential work with video equipment - recording and/or being recorded.
- Due to responsibilities requiring travel to locations not easily accessible by public transportation, driving may be an essential job responsibility for this position.
- Completion and clearance of a Background Check, Live Scan, and TB Test.
- COVID-19 vaccination and submission of documented proof.

### How to Apply:

Please submit a cover letter and resume to [jobs@psarts.org](mailto:jobs@psarts.org), subject: "Sr. Program Manager."

*Please no hardcopies or phone calls. Position is open until filled. Phone and in-person interviews will be scheduled on a rolling basis.*

*P.S. ARTS is an equal opportunity employer and dedicated to better reflecting the communities we serve while building an inclusive environment for people of all backgrounds and ages. P.S. ARTS also supports and will provide reasonable accommodation to ensure the application process is accessible to candidates who require additional accommodation.*

**POSTED: 09/2023**